

# administrative guidelines

**BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

**PROGRAM  
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## INTERLIBRARY LOAN OF MATERIALS

- I. The following guidelines shall be followed when handling requests:
  - A. Every effort will be made to meet patron needs with District collections before beginning the outside interlibrary loan process.
  - B. Borrowing of materials will be at the discretion of the library media specialist.
  - C. Patrons will be personally responsible for all materials borrowed for them and will need to pay replacement cost for all materials that are damaged while in their possession. All interlibrary services will be revoked until replacement costs are paid.
- II. Currently enrolled students and currently employed staff members without overdue library items or unpaid fines are eligible for interlibrary loan privileges.
- III. The Port Washington-Saukville School District libraries will reciprocate these services by sharing resources with other libraries. The following guidelines will be followed:
  - A. Library resources in current and recurring demand will not be available for loan.
  - B. Reference materials, equipment, and licensed computer software will not be available for loan.
  - C. Materials on reserve for individual, group, or class use will not be available for loan.
  - D. The borrowing library is responsible for Port Washington-Saukville School District materials from the time they leave our libraries until the time they have been returned and received. The borrowing library will pay compensation or replacement costs if damage occurs.
- IV. Decisions regarding the loan of materials and the establishment of due dates are at the discretion of the library media specialist.

Legal reference:  
Section 43.72, Wis. Stats.

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